

20 February 1974

MEMORANDUM FOR THE RECORD

SUBJECT: State of the Directorate Meeting

1. On 19 February 1974, I contacted the various DD/M&S offices and requested "before and after" organizational charts, personnel strength, and field office information.

STAT 2. [] will make sure we have the auditorium, cameras, recorders, etc. He will need 6 or 7 ushers from the various offices, and he suggests strongly that there be an informal dry run on 13 March--to be sure there is no problem with slides, etc.

STAT 3. I talked to [] of PSD and he wants as much lead time as possible for the slides. Get the information to him and set up a meeting.

[]
Executive Officer to the
Deputy Director
for Management and Services

Distribution:

Orig - DD/M&S Subject
1 - LJD Chrono

ADMINISTRATIVE - []